

OIS Registry
81-309/1
DD/A Registry
81-0837

ODP # 81-511

21 APR 1981

MEMORANDUM FOR: See Distribution

FROM: Max Hugel
Deputy Director for Administration

SUBJECT: Cable Reference File Reduction

1. We plan to reduce the retention period of the Cable Reference File from its current two years to two months. This file is maintained by the Cable Secretariat, Office of Communications, and consists of copies of all staff cables sent or received via the Cable Secretariat.

2. Reduction of this file will reduce costs and encourage the maintenance of more complete subject and project files in Agency offices. Our experience since last year's reduction from 20 years to two has been good. Further reduction to two months will fully meet National Archives and Records Service requirements as well as our Agency policy to retain information no longer than is essential.

3. If, based on your experience, there is an overriding need to retain the file for more than two months, please notify the Agency Records Management Officer, RMD/OIS, 1236 Ames Building, by 1 May 1981, so we can consider how that need might be accommodated.

/s/ Max Hugel

Max Hugel

SUBJECT: Cable Reference File Reduction

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Deputy Director for Operations
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Approved For Release 2003/11/06 : CIA-RDP84-00933R000400060003-1

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